

**Deerfield Regional Storm Water District
Job Description**

Position Title: **Stormwater Manager**

Department: Public Works
Reports to: Public Works Director
Pay Range: \$51,850 - \$74,534
Classification: Full-time/Non-Exempt
Probation: 180 Days
Work Hours: 7:00 AM to 4:30 PM, Some evenings & weekends as required

JOB RESPONSIBILITIES:

The Stormwater Manager is responsible for managing all stormwater activities within Deerfield Township. This includes overseeing all stormwater management tasks related to the Township's contract for services with the Deerfield Regional Storm Water District (DRSWD), management of general construction projects, management of all administrative functions related to the DRSWD including but not limited to running board meetings, reporting, and presenting as needed. The stormwater manager will represent the Township and District in all professional settings required. The stormwater manager may also be responsible for other township maintenance programs under the supervision of the Public Works Director.

QUALIFICATIONS:

Completion of high school education or G.E.D equivalent is required along with any combination or training and work experience which indicates possession of the skill, knowledge, and abilities listed below. An Associate's Degree in Civil Engineering Technology, Construction Management or related area from a regionally accredited college is strongly preferred. Stormwater certifications such as CSM, CESSCP, CESSWI, or other relevant certifications are also strongly preferred. Minimum of 3-5 years' experience is preferred.

An example of an acceptable qualification for this position is:

Comprehensive knowledge of the principles and practices of public works construction, public bidding and inspection; ability to plan, organize, and evaluate the work of others; ability to maintain effective working relations within the organization and with other organizations; ability to speak before groups and to write effectively. Will need to have a proficient understanding of stormwater regulations and general stormwater management practices. Demonstrated effectiveness in computer skills with a particular emphasis on Microsoft Office Suite, ability to present in a professional and formal manner, and the proven ability to effectively and efficiently manage the finances on public projects, along with the finances of a department or organization. Familiarity with NPDES compliance and reporting is required.

ESSENTIAL FUNCTIONS:

- Maintain relationship with township staff and appropriate personnel in other governmental agencies and private sector organizations.
- Act as liaison between township and other governmental agencies and private firms as required.

- Oversee all stormwater management activities within Deerfield Township, ensuring that all compliance activities are being met, per our MS4 permit.
- Provide inspection and coordination of all stormwater improvements which may be performed by the District or Township.
- Manage all construction activities from private development, as they relate to compliance with stormwater management, impacting Deerfield Township.
- Maintain all administrative records pertaining to the Deerfield Regional Storm Water District's operations; including resolutions, project files, insurance documents, budgets, invoices, and financial records.
- Create and manage the DRSWD's annual budget.
- Assist in the administration, enforcement, and execution of the policies and resolutions of the Township Trustees or those policies put in place by the DRSWD Board.
- Attend all meetings the DRSWD and of the Board of Trustees as requested.
- Assist in reviewing and resolving storm water complaints as well as public complaints when needed.
- Perform a variety of duties in the operation of the Public Works Department such as hauling, snowplowing, dumping, mowing, chipping and general road maintenance operations during extreme situations, as directed by the Public Works Director.
- Directly responsible for "Customer Service" to residents for the Deerfield Regional Storm Water District. Communicates the District/Township standards for customer service and works with employees to make sure all residents are treated in a friendly, courteous, professional manner and all resident inquiries are followed up in a timely fashion.
- Perform other duties as assigned.

PHYSICAL MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

While working conditions can generally be expected to be an executive/office setting, with frequent sitting, outdoor work will be required from time-to-time as needed. The stormwater manager will occasionally need to be outside, in extreme conditions, including, but not limited to heat, humidity, cold, wind, rain & snow, extensive sunlight, and the like. While being in the field as the situation might demand, extended periods of standing and walking, and occasional reaching, squatting, bending, pushing or pulling may occur. This includes occasional sitting, climbing, balancing, stooping, kneeling, crouching, crawling, talking, hearing, and smelling.

The abilities in the visual field include near and distance vision, color and peripheral vision, depth perception, and the ability to adjust focus in periods of excessive to dim light.

In addition to regular work hours noted above, monthly evening and occasional weekend work will be required as job duties evolve and demand. Travel is primarily local and during the business day, however, some out of the area travel and overnight stays may be expected as circumstances dictate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.